



## **Code of Behaviour and Discipline Policy**

**Drumbaragh National School, Drumbaragh, Kells, Co. Meath A82NP98**

**Roll No. 10801Q**

1. In devising this code, consideration has been given to the particular needs and circumstances of the school. Its aim is to ensure that the individuality of each child is accommodated, while acknowledging the right of each child to education in a relatively disruption-free environment.
2. Every effort will be made by all members of our staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by the teachers.
3. The school places greater emphasis on rewards than on sanctions, in the belief that this will in the long run yield the best results.
4. The school recognises the variety of difference that exists between children and the need to accommodate these differences.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils, and parents.
6. The rules are kept to a minimum and are positively stated in terms of pupils should do.
7. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil.
8. The overall responsibility for discipline within the school rests with the Principal, Ms. Clarke. Class teachers have responsibility for the maintenance of discipline within their classroom, while sharing a common responsibility for good order within the school premises. A pupil will be referred to the principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.
9. The school follows the Discipline for Learning (DFL) system of positive discipline where the emphasis is on recognising and affirming positive behaviour. Pupils' behaviours are guided by sets of both school and class rules. The rules stay the same from Junior Infants right through to sixth Class (Appendix A).

10. Teachers will keep a record of all incidents in the classroom or on the yard of serious misbehaviour. Major incidents will be recorded in the Critical Incident Book kept in the Principal's Office. Before resorting to serious sanctions, the normal channels of communication between school and parents will be utilised, parents will be involved at an early stage.
11. Communication with parents will be verbal or by letter depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour, or repeated instances of serious misbehaviour, suspension will be considered. Aggressive, threatening or violent behaviour towards a teacher will be regarded as gross misbehaviour.
12. Where there are repeated incidents of serious misbehaviour the chairperson of the Board of Management will be informed and the parents will be requested in writing to attend a meeting with the Chairperson and Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of **Rule 130(5) of the Rules for National Schools**.
13. Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay. Help will also be sought from support services in the wider community.
14. A copy of this code is provided to all parents on enrolment of their child in the school, it is also available on request.
15. The code will be reviewed every two years.

## **The aims of the Code of Behaviour of Drumbaragh School are:**

- To provide guidance for pupils, teachers, and parents on behavioural expectations.
- To provide for the effective and safe operation of the school
- To develop pupil's self esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- To facilitate the education and development of every child.
- To foster caring attitudes to one another and to the environment.
- To enable teachers to teach without disruption.

## **Implementation**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum and applied in a fair and consistent manner with due regard to pupil age and individual difference. Good behaviour will be encouraged and rewarded. Where difficulties arise parents will be contacted at an early stage.

## **General Guidelines for Positive Behaviour**

1. Pupils are expected to always treat all adults and fellow pupils with respect and courtesy. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
2. Pupils are expected to show respect for all school property and to always keep the school environment clean and litter free.
3. Pupils are expected to take pride in their appearance and to wear the correct school uniform at all times, to have all books and required materials and to be in the right place at the right time.
4. Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present work neatly.
5. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing stating the reason for the absence.
6. Pupils are expected to have age-appropriate neat hairstyles in school. Boys should not have piercings and girls should only wear stud like earrings for health and safety purposes.
7. Mobile phones are not required by any pupil during school hours. No child should have a mobile phone or equipment on them for the recording of voices or images in the classroom or on the school grounds during school hours. Any such equipment shall be taken from the pupil and a parent will have to contact the Principal to arrange for its collection.

## **Bullying**

Bullying is repeated verbal, psychological, or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation, and taunting. Bullying will not

be tolerated and parents will be expected to cooperate with the school at all times in dealing with incidents of bullying in accordance with the school's Anti-Bullying Policy.

### **Affirming Positive Behaviour**

Positive reinforcement of good behaviour leads to better self-discipline and as a school we place a greater emphasis on rewards and incentives than on sanctions. The school's Discipline for Learning (D.F.L) places a strong emphasis on recognising and affirming the children who behave well.

#### **D.F.L Strategies & Rewards**

1. A quiet word or gesture to show approval
2. An encouraging comment in a child's exercise book.
3. A visit to another class or Principal for commendation.
4. Individual class merit awards systems.
5. Delegating some special responsibility or privilege.
6. Star Charts / School Certificates / Class Treats
7. Homework Pass
8. Teachers at their own discretion may reward pupils with golden time / class rewards.

### **School Rules**

School rules are kept to a minimum and are devised with regard for the health, safety, and welfare of all members of the school community. The school uses the **D.F.L** (Discipline for Learning) method of behaviour monitoring. If a school is to function efficiently it is necessary, that rules and regulations are clearly stated and enforced consistently and fairly. Drumbaragh's **school rules** are as follows:

1. **Kind words, kind hands, kind feet, show respect to all you meet.**
2. **Arrive on time, heed the bell, line up fast, use class time well.**
3. **Orderly walking is the rule, into and within the school.**
4. **Be prepared for work and play, keep yourself tidy along the way.**
5. **Raise your hand when you want to speak, Listen well throughout the week.**

### **Before & After School**

Parents are reminded that the staff of the school or the school does not accept responsibility for pupils before official opening time of 8.50am or after the official closing time of 1.30pm [Infants] 2.30pm [First to Sixth Classes] except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

### **Board of Management Responsibilities**

- Provide a comfortable and safe environment

- Support the Principal and staff in implementing the code.
- Ratify the Code

### **Principal's Responsibilities**

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
- Arrange for a review of the code as required.

### **Teacher's Responsibilities**

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good behaviour.
- Prepare school work and correct pupil's work.
- Recognise and provide for individual differences among pupils.
- Be courteous, consistent, and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal as they feel appropriate with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicated with parents when necessary and provide reports on matters of mutual concern.

### **Pupils Responsibilities**

- Attend school regularly and punctually.
- Listen to their teachers and act on their instruction and advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaviours that endanger others in any way.
- Refrain from name calling, swearing and nasty remarks.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Wear the correct school uniform at all times.
- Follow school and class rules.

### **Parents/Guardians' Responsibilities**

- Encourage children to have a sense of respect for themselves and for property.
- Ensure that children attend regularly and punctually.
- Be interested in, support, and encourage their children's work.
- Be familiar with the Code of Behaviour and support its implementation.



- Co-operate with teachers in incidents instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.

### **Suspension / Expulsion**

Before serious sanctions such as detention, suspension, or expulsion are used, the normal channels of communication between school and parents will be utilised. Where it is proposed to detain a pupil during school hours for detention, parents will be notified. Communication may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour, suspension may be considered. Parents concerned will be invited to come to the school to come to the school to discuss their child's case. Aggressive, threatening, or violent behaviour towards a teacher or pupil will always be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed, and the parents will be requested in writing to attend at the school to meet with the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension where possible the principal may review the case in consultation with relevant parties and due regard to previous misbehaviours, interventions employed, sanctions and any relevant medical information. Suspension will be in accordance with the **Rules for National Schools and the Education Welfare Act 2000**.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction and immediate for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the **Rules for National Schools and the Education Welfare Act 2000**. Before suspending or expelling a pupil, the Board shall notify the local Education Welfare Officer (E.W.O) in accordance with the relevant sections of the Education Welfare Act.

### **Removal of Suspension (Reinstatement)**

Following or during a period of suspension the parent(s) may apply to have the pupil reinstated to the school. The parent(s) must give a satisfactory undertaking that a suspended pupil will behave in accordance with the code and the principal must be

satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of other pupils or staff. The principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

### **Discouraging Misbehaviour**

The purpose of sanctions and other strategies is to promote positive behaviour and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may involve any of the following:

- Reasoning with the pupil
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class or removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Detention during break.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.
- Exclusion (Suspension or Expulsion) from school.

### **Some Classroom & School Rules**

1. Instructions given by teacher must be obeyed.
2. Pupils should work to the best of their ability and present work neatly.
3. Pupils must stay seated in their places unless told otherwise. This is particularly important if teacher is called from the room.
4. Pupils should keep unhelpful hands, feet, and comments to themselves.
5. Pupils must walk quietly throughout the school, entering and exiting the school and going to and from yard.
6. Pupils must always play safely. Anti-social, dangerous, or hurtful behaviour is forbidden (wrestling, headlocks, charging, bad language, exclusion, etc.)
7. Pupils should **walk** to their lines at break times and to the gates at going home time.

### **Ratification and Review**

This Code of Behaviour and Discipline Policy was ratified by the Board of Management on 30<sup>th</sup> of September 2021.

The policy will be reviewed during the 2023/24 school year.